



SENIOR RIGHT OF WAY AGENT DEPARTMENTAL PROMOTIONAL CONTINUOUS TESTING

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

This examination allows for continuous testing on the Internet and the administration of a written exam on a semi-annual basis. Each year has two testing cycles.

Testing Cycle 1 March 2nd – September 1st

Testing cycle 2 September 2nd – March 1st

Candidates are eligible to take the supplemental application once in each testing cycle. However, candidates are only allowed to compete in the written exam once in every 12 month testing period. (For example, candidates who pass the supplemental application in Cycle 1 and fail the written exam are allowed to retake the supplemental application in Cycle 1 of the following year.)

COMPETITION LIMITED TO STATE EMPLOYEES:

Applicants must have a permanent civil service appointment with the Department of Transportation.

EXAMINATION INFORMATION:

This examination will consist of a supplemental application weighted Pass/Fail and a written examination weighted 100%. **Candidates who have successfully completed the Internet examination as of 5:00 p.m. on March 1 and September 1 of each year will be scheduled for the written portion of the examination on a Saturday in April and October, respectively.** Candidates who do not read the instructions for the Internet exam, or who read and fail to follow instructions, or who make erroneous assumptions when taking the Internet exam will have to reapply during the next testing period. No attempt will be made to correct their errors. However, **before taking the test**, Caltrans exam staff will be more than pleased to answer any questions regarding the examination. We can be reached at the number provided on this bulletin under General Information.

HOW TO APPLY:

THE SUPPLEMENTAL APPLICATION FOR THIS EXAM IS BEING ADMINISTERED ON THE INTERNET. YOU MAY APPLY BY CONNECTING TO <http://jobs.spb.ca.gov/promoxam.htm> AND FOLLOWING THE ON-LINE INSTRUCTIONS.

DO NOT SUBMIT A STATE APPLICATION FORM (Std 678) EVEN IF YOU HAVE PREVIOUSLY PASSED THE SUPPLEMENTAL APPLICATION PORTION OF THIS EXAM. THE APPLICATION FORM FOR THE SENIOR RIGHT OF WAY AGENT EXAMINATION IS CONTAINED IN THE INTERNET TESTING PROCESS.

PERSONS WITH DISABILITIES: If you have a disability & need special testing arrangements call the Department of Transportation, Examination Unit at (916) 227-7858 or TDD (916) 227-7857.

SALARY RANGE: **\$4963 - \$5987**

WRITTEN TEST DATE: All written exams are administered on Saturdays. If your religious beliefs prevent you from taking an examination on Saturdays, please contact the Examination Unit at (916) 227-7858 when you receive your Notice of Written test.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements by the time they take the Internet test.

The following minimum requirements may be combined on a proportionate basis if the requirements include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Either I

Two years of experience in the California state service performing the duties of an Associate Right of Way Agent.

Or II

Experience: Four years of experience in the acquisition of rights of way for governmental or public utility use where consideration must be given to socioeconomic and environmental factors, coordinated planning for the relocation of utilities, displaced persons and businesses and the development of replacement housing units and including two years of experience in the independent appraisal and negotiation for acquisition of major and complex real properties involving large sums, condemnation, damages, restriction of access, and similar complicating factors. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Associate Right of Way Agent.); **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

APPROVED EXPERIENCE: Incumbents in the following classifications have been determined to possess the qualifying experience for meeting the minimum qualifications: Associate Right of Way Agent, Associate Land Agent, Associate Real Property Agent, Associate Property Appraiser, and Chief Highway Outdoor Advertising Program.

UNAPPROVED EXPERIENCE: Incumbents in the following classifications have been determined not to possess the qualifying experience for meeting the minimum qualifications: Experience gained through Real Estate sales or Brokerage Firms not conducted in accordance with the Uniform Real Property Acquisitions and Relocation Act.

SPECIAL PERSONAL CHARACTERISTICS:
Requires an interest in and aptitude for real property negotiations and appraisal work, sales ability, and the ability to make effective oral presentations before the public, willingness to work odd hours, and to travel throughout the State.

THE POSITION: This is the first supervisory level in the Right of Way Agent series. In a district, under general direction, directs and is responsible for the successful completion of a major phase or phases of Right of Way program activities. As principal assistant to the supervising level, assigns, supervises, reviews and approves the work of subordinates; consults with and advises district management and may act as their direct representative in major program areas at either private or public meetings. In the smallest districts, may act as Deputy District Director, Right of Way. Responsibility includes programs and budgets, staff development and training, and Right of Way activities.

The Headquarters Right of Way, administers statewide standards of a major phase of Right of Way activities. Responsibility may include programs and budgets, professional practices, staff development and training, and Right of Way EDP systems development. These positions may also advise and consult with district Right of Way program staff, including review and approval of work from assigned districts. A number of Senior Right of Way Agent positions act as primary staff specialists in the development and implementation of statewide policy, standards, procedures, training programs, legislation and intergovernmental agency liaison in assigned program areas.

Positions exist statewide with the Department of Transportation. It is anticipated that numerous vacancies will occur during the life of the list.

SUPPLEMENTAL APPLICATION – WEIGHTED PASS/FAIL

Please read the instructions in the computerized supplemental application thoroughly. You are limited to listing just one verifying supervisor next to each response. However, in responding to each question you should give yourself credit for all your years of experience on each question, not just your experience working for that one supervisor.

SCOPE:

A. Knowledge of:

1. Policies and procedures related to transportation facilities and their impact on the community and environment.
2. General real estate investment practices as related to acquisitions, management, and disposal of real property interests.
3. Real property laws related to acquisition and management of properties and/or rights of way.
4. Social and economic impacts resulting from acquisition of property and construction of transportation improvements.
5. Transportation facility construction and maintenance as related to rights of way.
6. Analytical methods to prepare appraisal reports.
7. Appraisal process in order to acquire and lease properties and/or rights of way.
8. Economic forces affecting real property in order to accurately estimate value.
9. Deed restrictions, easements, and encroachments to estimate value, clear title, and acquire properties.
10. Planning and zoning ordinances to accurately estimate property values.
11. Negotiation techniques to acquire real property rights and interests for transportation projects.
12. Uniform Relocation Assistance and Real Property Acquisition Policies Act to ensure compliance when performing acquisition and/or relocation activities.
13. Eminent domain laws and procedures related to acquisition of real properties and rights.
14. State and Federal laws and regulations pertaining to relocation assistance.
15. Policies, procedures, and laws governing utility facilities to assist in appropriate relocation.
16. Basic engineering terminology.
17. Basic mathematics.

B. Skill to:

1. Clearly explain organizational policies and procedures and industry standards, and guidelines to a variety of audiences.
2. Implement statewide legislation pertaining to real property activities.
3. Develop statewide standards, policies, and procedures pertaining to right of way activities.
4. Analyze route estimates.
5. Prepare market value appraisals for transportation-related (partial) acquisition of properties and/or rights of way.
6. Accurately appraise complex real properties involving severance damages and benefits.
7. Analyze complex real property transactions to adopt or recommend an effective course of action.
8. Conduct complex negotiations with the general public to acquire real property interests and/or rights of way.
9. Negotiate transactions with utility owners, railroads, and/or governmental agencies on transportation-related right of way matters.
10. Acquire and condemn real property rights for transportation project purposes.
11. Provide relocation assistance to displaced individuals and businesses.
12. Plan relocation assistance activities to minimize the social and economic impact on community.
13. Manage the rental and maintenance of acquired properties prior to clearance and construction of the transportation project.
14. Dispose of excess rights of way to maximize return on publicly owned assets.
15. Conduct private and public sales of excess land improvements.
16. Coordinate clearance of improved properties required for transportation projects.
17. Operate a personal computer, using various software applications.
18. Use word processing software applications.
19. Use data processing systems to monitor and manage right of way activities.
20. Assimilate technical facts when preparing reports and correspondence.
21. Review technical right of way work products for accuracy and compliance with organizational standards.
22. Read and comprehend basic legal terminology to develop or interpret legal documents such as deeds, land titles, leases, contracts, and agreements.
23. Read and interpret engineering plans and maps.
24. Perform accurate mathematical calculations using basic financial and algebraic functions and concepts.

WRITTEN TEST – WEIGHTED 100%

SCOPE:

A. Skill to:

1. Plan, organize, supervise, direct, and oversee the work activities of subordinate employees.
2. Assign, delegate, and monitor the work of subordinate employees.
3. Recognize the need to shift priorities, staff, and resources.
4. Establish a course of action for self and/or staff.
5. Follow up on the results of staff work assignments and projects.
6. Determine and establish priorities and service level in the work unit.
7. Resolve conflicting priority requests for service provided by the work unit.
8. Plan for the efficient use of personnel and resources.
9. Identify, analyze, evaluate, and develop solutions for problems relating to work unit procedures and/or policies.
10. Identify problems and develop solutions to problems affecting the work unit.
11. Recognize the ramifications and possible impact of decisions to the work unit.
12. Identify and make an appropriate decision from a variety of alternative solutions.
13. Anticipate future consequences of present decisions or courses of action.
14. Write clear and concise reports, policies, procedures, and/or correspondence.
15. Communicate orally on work related issues with employees, vendors, the public, and/or outside agencies.
16. Make oral presentations.
17. Interpret and explain policies, procedures, rules, and/or regulations.
18. Establish and maintain cooperative relationships.
19. Use tact and diplomacy when dealing with the needs, problem, and/or concerns of employees, the public, and/or outside agencies.
20. Interact with individuals without eliciting negative or hurt feelings.
21. Pacify hostile or irate individuals by making appropriate statements and minimizing arguments.

NOTE: In order to obtain a position on the eligible list, a minimum rating of 70 must be obtained in the written test.

ELIGIBLE LIST INFORMATION: A departmental promotional eligible list will be established for the Department of Transportation. Names of successful competitors will be merged onto the list. Candidates' eligibility will expire 48 months after it is established.

VETERANS PREFERENCE CREDIT: Veterans preference credit will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Personnel Office in Sacramento three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Caltrans Personnel Office in Sacramento at (916) 227-1803, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Supplemental applications are contained in the Internet testing process.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233,234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.